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# Justice Bulletin

Montana Board of Crime Control

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*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408  
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**Request for Proposals (RFP)**

**#09-05-W STOP Violence Against Women Act (VAWA) Funds**

New subgrantees must register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov)  
at least five (5) days prior to submitting the online application.

**Proposal Deadline: February 20, 2009**

**Project Dates: July 1, 2009, to June 30, 2010**

## **I. Overview**

The Montana Board of Crime Control (MBCC) is soliciting proposals for funding to implement the STOP Violence Against Women Act in Montana. The purpose of the Act is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. The Act envisions a partnership among law enforcement, prosecution, courts, and victim advocacy organizations. The intent of the partnership is to enhance victim safety and hold offenders accountable for their crimes of violence against women.

A committee representing judges, prosecutors, law enforcement, and victim service projects was appointed by the Board to establish priorities for initiatives to be funded from this source. The federal allocation has not yet been determined. Continuation programs in good standing will be given first priority for funding. However, funding is considered on a year-to-year basis and is not guaranteed.

Public agencies receiving funding are strongly encouraged to demonstrate local support through increased match and reduced reliance on federal dollars. The Violence Against Women Subcommittee of MBCC supports a funding strategy that encourages local agencies to gradually institutionalize programs through demonstrated effectiveness. Such a funding strategy will allow MBCC to extend funding opportunities to new initiatives and broaden the impact of the STOP VAWA program.

**Note: Funds may not be actually available for local projects on July 1<sup>st</sup> because of the federal distribution schedule. You must plan for this contingency.**

## **II. Eligibility**

Eligible applicants include units of local government, tribal governments, state agencies, and private non-profit agencies. **Private nonprofit agencies must document their nonprofit status.** Tribal governments may apply directly to the Office of Justice Programs for discretionary grant

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funds dedicated to Indian Country. Tribal governments may also apply for the state formula grant funds.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) takes effect January 1, 2009. Applicants for federal awards are required to have a DUNS number and to maintain a current registration in CCR. To obtain a DUNS number online, go to [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call the Dun & Bradstreet hotline at 1-866-705-5711. The DUNS number is required as part of registration with CCR. To register with CCR, go to [www.ccr.gov](http://www.ccr.gov); call 1-888-227-2423 or 1-269-961-5757 with any questions. **Note: You must renew your CCR registration once a year. If applicants fail to renew their CCR registration, the grant application may not be submitted.**

### **III. Application Deadline**

Applications for RFP #09-05 (W) STOP Violence Against Women Act (VAWA) must be submitted online on or before February 20, 2009 at 5:00 p.m.

### **IV. Program-Specific Information**

#### **Project Period**

Projects must begin on July 1, 2009 and conclude on June 30, 2010.

#### **Purpose of funds**

Congress has approved fourteen specific Purpose Areas for which these federal funds can be used. MBCC will accept applications that fall within any of the Purpose Areas. However, priority will be given to areas that are preceded with a checkmark. **Applicants must identify (by number) which Purpose Area is being addressed in their request for funding.** Call MBCC staff if you have questions about this requirement.

Congress prescribed the distribution of funds in order to fulfill the mission of the STOP Violence Against Women Act. Each state must allocate 25% to law enforcement, 25% to prosecution, 30% to nonprofit victim services and 5% to court programs. Ten percent of the non-profit allocation will be allocated to culturally specific program(s). The remaining 15% is discretionary and can be allocated to any project that meets the general requirements of the Act.

#### **Match**

This funding project requires all **public agencies** provide at least a 25 % in-kind (soft) or hard cash match. **Non-profit** programs are not required to provide match. However, providing match demonstrates local commitment.

**Note:** The budget sheet must include the required match as a percentage of the **total project budget**. Specifics of the match (amount and source {in-kind or hard cash}) must be clearly identified on **both** the Budget Sheet and Budget Narrative in the application. Projects must document the basis for determining the value of in-kind match. All match funds must be expended within the grant period and are restricted to the same uses allowed under the grant funds.

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### **Goals**

Goals should follow the authorized purpose area definitions (See Authorized Purpose Areas listed below) and whenever possible contain model and best practice program approaches.

### **Objectives and Deliverables**

The Online Subgrant Application System (OSAS) has a five-objective limit. Objectives start with the word “to” and contain a measureable deliverable. Objectives should be in alignment with the performance measurements and the goals you listed in your grant narrative. (See Authorized Purpose Areas listed below)

### **Authorized Purpose Areas**

There are fourteen Authorized Purpose Areas under the STOP Grant. Montana’s STOP Violence Against Women Committee, representing law enforcement, prosecution, non-profit victim services and the statewide coalition, has prioritized four of these Purpose Areas. These are preceded by a check mark and examples can be found at the bottom of the complete list.

- √ 1. Training law enforcement officers and prosecutors to identify and respond more effectively to domestic violence, dating violence, sexual assault and stalking.
- 2. Developing, training, or expanding specialized units of law enforcement officers and prosecutors that target violence against women.
- 3. Developing and implementing police and prosecution policies protocols, orders, and services specifically dedicated to preventing, identifying, and responding to violent crimes against women.
- √ 4. Developing, installing, or expanding data collection and communication systems to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women.
- √ 5. Developing, enlarging, or strengthening victim services programs for victims of domestic violence, dating violence, sexual assault, and stalking; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities and other underserved populations; providing specialized domestic violence advocates in courts where a significant number of protection orders are granted; increasing reporting and reducing attrition rates for cases involving violent crimes against women.
- 6. Developing, enlarging, or strengthening programs to address stalking.
- 7. Developing or strengthening programs to assist Indian Tribes in addressing violent crimes against women.

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8. Supporting formal and informal statewide, multidisciplinary efforts to coordinate the response of law enforcement, prosecution, courts, victim services to sexual assault, domestic violence, dating violence, and stalking.
- √ 9. Training sexual assault forensic medical personnel examiners.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and victim services to address and recognize the needs and circumstances of older and disabled individuals who are victims of domestic violence and sexual assault.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
13. Special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders.
14. Improving responses to police-perpetrated domestic violence.

### **Priority project activities under purpose area 1:**

- Competitive proposals for training of judges, prosecutors, and law enforcement will be accepted from those organizations currently responsible for training these groups.

### **Priority project activities under purpose area 4:**

- Criminal Justice and Law Enforcement Information Systems

### **Priority project activities under purpose area 5:**

- Increased access to local victim service providers.
- Developing or strengthening victim services programs, particularly domestic violence, sexual assault, dating violence and stalking programs.

### **Priority project activities under purpose area 9:**

- Training for Indian Health Services and health care providers on reservations on the use of the colposcope and gathering forensic evidence.

<b>V. Registration</b>
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Register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) at least five (5) days prior to the February 20, 2009 application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

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### **VI. How to Apply**

Applications will only be accepted through MBCC's Online Subgrant Application System (OSAS). Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select Grants, then select Online Application. Log in and choose an RFP by selecting File a New Application. Select the RFP for which you are applying. Complete the online application, and mail the signature page, letters of support, and proof of nonprofit status.

#### **Assistance**

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

Fiscal Staff  
Conrad Eklund  
[ceklund@mt.gov](mailto:ceklund@mt.gov)

Phone  
444-2077

Program Staff  
Lisa Riedlinger  
[lriedlinger@mt.gov](mailto:lriedlinger@mt.gov)

Phone  
444-1995

#### **Late Applications**

- New project applications received past the due date will not be considered during the current cycle;
- Continuation project applications received past the due date require an appearance before the Victim Committee of the Board to request consideration. Continuation project applications received past the due date for a second time will be returned and will not be considered.

### **VII. Application Requirements**

This section is to be used as a guide throughout your application process in OSAS. All applications must include the following:

- Section 1. Face Page** — The face sheet is automatically generated in the online application system. The face page identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget.
- Section 2: Project Budget:** Applicants must provide a budget that is complete, allowable, and cost-effective in relation to the proposed activities. The applicant must also show the cost calculations to demonstrate how the applicant arrived at the total amount requested.
- Section 3: Budget Narrative:** The applicant must provide a brief narrative to link costs with project activities. The narrative should demonstrate that all costs are reasonable.

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**Section 4:** **Project Narrative:** Submit a project narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project. MBCC may deem applications that do not adhere to the required format to be ineligible for consideration. The project narrative describes the applicant's approach to the VAWA STOP program in the community. The program narrative must be written in a 12-point font, double-spaced, less than 24 pages, and contain the Required Components listed below. Materials required under the Budget and Budget Narrative and Other Attachments sections will not count toward the program narrative page count.

### **Required Components:**

- a. **Executive Summary:** Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. This section should be limited to 4 double-spaced, 12-point font pages.
- b. **Needs Statement:** The needs assessment should include current data (less than five years old) that justifies the grant request within the authorized purpose areas that are listed in part IV Program-Specific Information.
- c. **Goals:** Provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project.
- d. **Objectives:** Identify the specific milestones aimed at achieving the goal(s). Objectives must state a date when a milestone will be reached and be specific, measurable, achievable, realistic, and tangible.
- e. **Implementation Plan:** Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible party, the timeline, how each objective will be accomplished, projected costs, and resources needed. Be certain to attach letters of agreement and support if other agencies are involved.
- f. **Evaluation and Internal Assessment:** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment in helping to prevent violence against women.
- g. **Sustainability/Future Funding Plan:** Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the

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subsequent year, the estimated total length of federal funding you anticipate seeking, and a general description of funding in the final year of support.

- h. **VAWA STOP Resource Disclosure Form (attach electronically):** The Resource Disclosure Form can be found on the MBCC website, [www.mbcc.mt.gov](http://www.mbcc.mt.gov). From the Home page, click on the green Grants tab. Next click on Requests For Proposals. The Resource Disclosure Form is listed under the RFP. This form must be electronically inserted into your Project Narrative. You can only upload one document directly into the Online Subgrant Application System (OSAS) in the Project Narrative portion of OSAS. Therefore, you must insert the Resource Disclosure Form directly into the Project Narrative before you upload the Project Narrative into OSAS.

**Section 5: Special Assurances and Conditions:** The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

### **Other required attachments if applicable:**

- **Positions Descriptions:** Applicants must submit a position description for all positions in which VAWA STOP funds are being used. Applicants are encouraged to insert Position Descriptions the project narrative with the Resource Disclosure Form (See Part VII, Section 4h). However, Positions Descriptions will be accepted by mail.
- **Nonprofit Status\*:** Show documentation of nonprofit status.
- **Letters of Support\*:** Applicants must provide current letters of support from active local businesses or agencies supporting the subgrantee.
- **Signature page\*:** Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc.
- **Verification of CCR Registration\*:** See Part II. Eligibility
- **Consultation Letter (Tribal/Government)\*:** For governmental or tribal applicants, a letter must be mailed to MBCC stating that consultation with local victim service programs has taken place during the development of this grant application to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality,



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and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

\*Mail original copies of the **signature page, verification of CCR Registration, current letters of support, Consultation Letter (tribal)**, and documentation of **nonprofit status** to the following address: MBCC, 3075 North Montana, PO Box 201408, Helena, MT 59620-1408.

### **VIII. Special Requirements**

#### **Crime Data Reporting**

If the grant is for a law enforcement agency, the law enforcement agency must report crime data to the MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; [jsteyee@mt.gov](mailto:jsteyee@mt.gov)) or Kathy Ruppert (406-444-2084; [kruppert@mt.gov](mailto:kruppert@mt.gov)).

#### **Federal Reporting Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).



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**All successful applicants for MBCC grant award funds must agree to the following conditions:**

1. Submit quarterly narrative, data, and financial reports in the prescribed format according to MBCC time frames.
2. Submit timely annual reports to the MBCC. This requirement comes from the Office on Violence against Women (OVW).

<b>IX. Limitations and Fund Use</b>
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Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to <http://doa.mt.gov/doatravel/travelmain.asp>. Call for instructions regarding out-of-state travel.
7. Indirect costs are **not** allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget. Funds may not be expended or obligated prior to July 1, 2009.
11. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
12. Uniform allowances will not be permitted.
13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.
14. Education and awareness campaigns are not allowable under the STOP Violence Against Women Grant Program. Outreach is allowable and means communicating what services the grant project provides to the public.

Note: Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage items are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverage items are not directly related to

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amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. All food and beverage items must receive prior approval from MBCC.

### **X. Selection Criteria**

#### **Awards**

The Victim Committee of the Board will review proposals. A notice of award will be sent to the applicants informing them of the committee's recommendation to the full Board.

#### **Appeals**

Applicants may appeal the recommendation to the full Board **if there are substantive reasons**. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Board meeting.

#### **Application Checklist**

Please refer to this checklist before submitting your application. All applications must include the following:

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Face page                               | online          |
| <input type="checkbox"/> Project Budget                          | online          |
| <input type="checkbox"/> Budget Narrative                        | online          |
| <input type="checkbox"/> Project Narrative                       | online          |
| <input type="checkbox"/> Executive Summary                       | online          |
| <input type="checkbox"/> VAWA Resource Disclosure Form           | online          |
| <input type="checkbox"/> Special Assurances and Conditions       | online          |
| <input type="checkbox"/> Position Descriptions                   | online or mail  |
| <input type="checkbox"/> Signature Page                          | online and mail |
| <input type="checkbox"/> Nonprofit status                        | mail            |
| <input type="checkbox"/> Letters of Support                      | mail            |
| <input type="checkbox"/> Verification of CCR Registration        | mail            |
| <input type="checkbox"/> Consultation Letter (tribal applicants) | mail            |

**Mailing address for items requiring mail:**

**Montana Board of Crime Control  
3075 North Montana Avenue  
PO Box 201408, Helena  
MT 59620-1408**